

EXECUTIVE OFFICE (EXO) INTERN
Position Description
USAID/Nepal

BASIC FUNCTION OF POSITION

The intern will be housed in the Executive Office. As EXO intern the incumbent will engage in various administrative support functions carried out by the Human Resources Office and the Communication and Records Office. The EXO Intern reports directly to the designated EXO mentor on matters relating to the program.

MAJOR DUTIES AND RESPONSIBILITIES

1. As part of the Human Resources (HR)Team
 - Be familiar with the HR office activities on the recruitment process, filing, and the employment practices.
 - Assist in recruitment efforts, organizing logistics for written test and interviews.
 - Assist with events management and logistics
 - Serve as the back-up for Roving Secretary
 - Assist with FSN medical claims submission
 - Assist HR office with the sorting, labeling and disposal of old records, under the supervision of HR mentor.
 - Assist HR office in day to day HR functions as assigned by the mentor.
2. As part of the Communication and Records (C&R)Team;
 - Understand and assist with the day to day Communication and records office functions
 - Learn and assist C&R with the reproduction tasks, photocopy, scanning, Faxing, laminating.
 - Prepare action board and control slip for action board.
 - Handling and Sorting mail and delivery of mails to various offices;
 - Assist with file records, labeling and storage under the supervision of mentor.

QUALIFICATIONS REQUIRED:

- Completion of bachelor's degree or final year bachelor's level education in relevant field,
- Basic computer skills
- English Language proficiency at least Level – II

POSITION ELEMENTS:

Supervision received: The position reports directly to the EXO Mentor.

Performance Period and hours of duty:

- 1 year
- 40 hour work week

SELECTION CRITERIA/ELIGIBILITY

For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in Nepal because of caste (e.g., Dalits), disability, ethnicity (e.g., indigenous), gender identification (e.g., intersex, third gender, transgender), geographic origin (e.g., Madhesi, remote rural areas), religion (e.g., Muslims), and/or sexual orientation (e.g., lesbian, gay, bisexual), among other factors.